**Name: \_\_\_\_\_\_\_\_\_\_\_**

**Unit A**

**Desktop Publishing**

**Position and Size Coordinates**

**Instructions:** Open a blank publication in Microsoft Publisher. You will be inserting 4 text boxes at the given coordinates and entering text into each. When you are finished, please print and turn into the correct tray.

1. Click the Draw Text Box Button in the Objects group, Position + so that the object position coordinates are 1.000 x 1.000 in., press and hold the left mouse button, drag + to create a rectangle that has object size coordinates of 6.500 x 1.000 in., then release the mouse.

In this text box enter your name. Choose a font style of your choice and increase the text size to make your name noticeable.

1. Click the Draw Text Box Button in the Objects group, Position + so that the object position coordinates are 1.000 x 2.500 in., press and hold the left mouse button, drag + to create a rectangle that has object size coordinates of 6.500 x 1.500 in., then release the mouse.

In this text box write 3 sentences about yourself, anything you would want someone to know about you. Then, change the font style and font size to best fit the text box.

1. Click the Draw Text Box Button in the Objects group, then use + to create a rectangular text box from 1” H / 5” V to 4” H / 8” V.

In this text box, create a centered heading that reads Family. Then, create a bulleted list with your immediate family member’s names.

1. Click the Draw Text Box Button in the Objects group, then use + to create a rectangular text box from 4” H / 5” V to 7” H / 8” V.

In this text box, create a centered heading that reads Friends. Then, create a bulleted list with at least 3 friend’s names.

**When you are finished, save the publication in your edited folder as Text Box Examples. Then, print and put in your folder.**